

Department of the Treasury
United States Secret Service

Counterfeit Note Report

INSTRUCTIONS TO BANK:

1. Prepare **one (1)** Counterfeit Note Report for each suspected counterfeit note.
2. Retain **one (1)** copy for your records.
3. Submit **two (2)** copies of each Counterfeit Note to your **LOCAL SECRET SERVICE OFFICE JURISDICTION**; where one copy will be returned as receipt.

FROM: Indicate Bank's Name and Mailing Address (include Zip Code)

DO NOT WRITE IN THIS SPACE

Telephone Number of Bank (area code) _____

Classification Number _____

FOLD HERE

IMPORTANT NOTICE

FOLD HERE

Bank tellers and persons surrendering the note should date and initial each counterfeit note with pen and ink in the border areas of the note for identification. If the person surrendering the note knows from whom he/she received it, or has a description of the passer, or his/her auto, or any other information, TELEPHONE the local Secret Service office IMMEDIATELY and hold the note. The telephone number of your local Secret Service office can be found in the front cover of your telephone directory. If no information is available, please mail the note to our local office on the day it is received.

DESCRIPTION OF COUNTERFEIT NOTE OR RAISED NOTE (for raised note give serial number only)

DENOMINATION	FEDERAL RESERVE BANK (Series, 1996 - Letter/Number)	CHECK LETTER/QUADRANT NO.	
CHECK LETTER FACE PLATE NO.	BACK PLATE NO.	SERIES	SERIAL NUMBER
COUNTERFEIT NOTE RECEIVED FROM			
NAME OF CUSTOMER / BUSINESS			DATE OF DEPOSIT
CUSTOMER'S HOME ADDRESS			CUSTOMER'S HOME PHONE A/C
			CUSTOMER'S BUSINESS PHONE A/C
NAME OF PERSON SURRENDERING AND INITIALING NOTE		NAME OF TELLER RECEIVING AND INITIALING NOTE	

INFORMATION ABOUT COUNTERFEIT NOTE

DOES THE CUSTOMER HAVE ANY INFORMATION AS TO THE SOURCE OF THE COUNTERFEIT?

☐

Yes

☐

No

WAS THERE ANY SUSPICIOUS ACTIVITY?

☐

Yes

☐

No

IS THIS A NON - CUSTOMER?

☐

Yes

☐

No

REMARKS:

DISPOSITION (For Secret Service Use Only)

☐

Genuine note and SSF 1604 returned to bank (Receipt No. _____)

☐

Other (Specify)

☐

SSF 1604 returned to bank